



# TOWN OF MENDON

Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
Telephone: (508) 473-2312 Fax: (508) 478-8241

**Board of Selectman's  
Office**

---

8/2/16

## **Position Opening-**

### **Executive Assistant to the Board of Selectmen/Town Administrator – Grade M5**

Position is responsible for performing technical and administrative work to assist the Board of Selectmen and Town Administrator with a variety of duties including Board meetings, insurance, personnel administration, licensing and Town Meeting. Working knowledge of office procedures and bookkeeping techniques. Working knowledge of computer. Knowledge of municipal government and Town Meeting a plus. Full job description available upon request.

Qualifications: Associates degree or equivalent with coursework in administration, human resources, or similar area of study and three up to five years of experience in a related field, or any equivalent combination of education and experience. Full Time up to 32 hours. \$20.00-\$26.40 per hour plus benefits.

Please submit letter of interest, resume and three references to Town Administrator, Mendon Town Hall, 20 Main Street, Mendon, MA 01756 or [knewman@mendonma.gov](mailto:knewman@mendonma.gov) by August 19th, 2016 AA/EEO/ADA.